Race Director

Job Description

**Contract Position: Echo Lake Multisport Festival Race Director**

**Date: May to July 30, 2023**

**Remuneration:**   **Honorarium, and expenses**

Triathlon Saskatchewan regulates the sport of triathlon to ensure a safe, fair, and enjoyable multisport experience. Regina Multisport (the Club) is a non-profit organization run exclusively by volunteers. Objects of the Club that relate to the Race Director position are:

* To promote and encourage safe participation in multisport events by participants of all abilities.
* To promote and encourage race standards in keeping with the requirements of Triathlon Saskatchewan, Triathlon Canada, and World Triathlon; and
* To encourage and promote record-keeping standards in keeping with those maintained and required by Triathlon Saskatchewan, Triathlon Canada, and World Triathlon.

As Race Director, you must be a member in good standing of the Club, Triathlon Saskatchewan, and Triathlon Canada and act within the rules of World Triathlon. In this volunteer leadership role, you will interact and be supported by an engaged community committed to multisport events' success.

**Scope of Work**

As race director, you are vital to the sport of triathlon and hosting a safe and fair multisport competition. All aspects of the event include sanctioning, registration, safety, course set-up adjudication, permitting timing, public relations, marketing volunteer and staff coordination, awards, and results. The race director's position involves all relevant stakeholders to ensure the event succeeds for athlete officials and volunteers. They are certified in PTO 1 & and trained at the level of PTO 2.

# Responsibility

The Race Director is responsible for acting in the best interests of the organization and its community and will bring to the task of informed decision-making, a broad knowledge, and an inclusive perspective of triathlon events.

# General Duties

Race Director is expected to do the following:

* Prepare for and attend pre/post-race meetings
* Work with the RMC board and support board decisions
* Maintain RMC’s organization in relation to objectives and core values.
* Collaboration with RMC with race budgets and monitor financial performance in relation to
* Abide by the by-laws, code of conduct and other policies that apply to the board.
* Participate in the recruitment Captains, Swim, Bike and Run
* Collaborate with RMC in arranging Security/Volunteers
* Coordinate with PTO officials.
* First Aide/Ambulance
* Timekeepers
* Oversees the registration of the race/event
* for booking facilities, of the building, parks and or buildings.
* Liability insurance coordinating with STAC

**Our Ideal Candidate**

* You are committed to advancing the triathlon sport in Saskatchewan and bring personal experiences as an athlete, coach, official, and volunteer.
* You have leadership competencies to manage the event and collaborate with officials and volunteers.
* Organized, practices time management, ensure actions are followed up on and can provide direction.

# Qualifications

The following are considered key job qualifications:

* Certified in PTO 1 & and trained at the level of PTO 2
* Knowledge of the community
* Commitment to RMC’s mission and strategic directions
* A commitment of time

# Evaluation

The performance of race director is based on the carrying out of duties and responsibilities as outlined above.